UNITED
NATIONS

ST

Secretariat

ST/AI/369
30 April 1991

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: CLASSIFICATION OF POSTS IN THE GENERAL SERVICE AND RELATED CATEGORIES IN SMALL AND MEDIUM-SIZED DUTY STATIONS*

INTRODUCTION

1. At its twenty-sixth session in 1987, the International Civil Service Commission (ICSC) promulgated post classification standards based on a seven-level grading structure for small and medium-sized duty stations. It is the intention to apply these standards progressively to all General Service and related categories posts in these duty stations and eventually to all duty stations in the field.

2. The Office of Human Resources Management has already commenced a process of general classification surveys in which all posts in a duty station are reviewed at the same time. Conducting these general surveys at all small and medium-sized duty stations is expected to take two to three years. To the extent possible, the schedule of classification surveys will follow closely that of comprehensive salary surveys. However, the classification schedule will try, within available resources, to accommodate those duty stations where the need for reorganization and reclassification is particularly acute.

3. The purpose of the present instruction is to set out the policy and procedures for implementing this classification exercise, based on the approved standards and grading structure, and to establish a review and appeal procedure.

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* Personnel Manual index No. 2130.

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I. CLASSIFICATION SYSTEM

4. The basic principle for post classification is that it is job-oriented. The classification of each post depends therefore on the nature of the duties and responsibilities assigned to the post and not on the qualifications or experience of the incumbent or of a candidate for the post.

Classification standards

5. The classification standards for posts in the General Service and related categories consist of a point-factor matrix and benchmark job descriptions on the basis of which each post is analysed, a point-grade conversion table, guidelines for the application of standards and a glossary of terms. The standards differentiate the seven levels according to the following factors:

(a) Difficulty of work;

(b) Work relationships;

(c) Responsibility for the work of others;

(d) Independence of action;

(e) Physical environment;

(f) Knowledge and qualifications required.

Job description

6. The nature of the duties and responsibilities of each post or group of identical posts shall be reflected in a job description (see annex I, form P.270). The accuracy of the job description will be certified by the supervisor, who will ensure a reasonable alignment of the functions assigned among posts in the office to accomplish its activities and objectives. The term "supervisor" means in this context the staff member who signs the performance evaluation report as first reporting officer.

7. The completed and duly signed job description should be forwarded through the administrative or executive office concerned to the Compensation and Classification Service, Office of Human Resources Management, for classification.

Classification requests

8. Requests for classification or reclassification of posts will be submitted in the following cases:

(a) Where a post is newly established;

(b) Where a post becomes vacant;

(c) Where the duties and responsibilities of the post have changed as a result of a restructuring within the office;

(d) Where the duties and responsibilities of the post have changed substantially as a result of changes in the programme of work of the office (new programmes, tasks, etc.);

(e) Where initial general classification surveys are conducted in conjunction with comprehensive salary surveys.

9. In requesting classification of a newly established post or the reclassification of an established post and in order to facilitate an accurate and timely review, the request should contain the following:

(a) An up-to-date job description for the post in question, as described in paragraph 6 above, including information on the job description being replaced, if applicable;

(b) Detailed justification for the revision in grading;

(c) An up-to-date organizational chart showing the placement of the post in question and of other posts that may be affected by the classification or reclassification requested;

(d) Specific examples of the activities carried out by the incumbent of the post in question which support the revised functions.

Requests for initial classification or reclassification submitted without the above-mentioned data will be returned unclassified to the originating office.

10. If at the time of the classification exercise there has been no substantial change in already classified duties and responsibilities of the post, an appropriately signed confirmation of the classification level should be sent by the Office concerned as indicated in paragraph 7 above (see annex II, form P.270/A).

Classification reviews

11. The classification analysis will be conducted independently by two classification officers of the Compensation and Classification Service and approved by the Chief of that Service. The final decision regarding the classification of the post will be taken by or on behalf of the Assistant Secretary-General, Office of Human Resources Management. A notice of the classification results shall be sent to the office concerned, which will provide a copy thereof to the incumbent(s) of the post(s).

II. IMPLEMENTATION

12. The classification of a post in itself will not have any adverse impact on the contractual status, salary and other entitlements of the incumbent of the post. Staff members whose posts are classified at a level above their present level may be considered for promotion, in accordance with established procedures. Staff members whose posts are classified below their present level will retain their present salary and other entitlements. However, once the post becomes vacant, the appropriate classification level will become effective. If the classified level of the post remains the same, no further action will be required.

13. Specific procedures for the implementation of initial classification results at small and medium-sized duty stations will be established at each duty station in consultation with other agencies of the United Nations common system at the duty station concerned. A designated agency will act as the focal point for consultations.

14. The effective date for the implementation of the classification for each post will be the first day of the month following the date of the classification decision, as indicated in paragraph 11 above. Where a general classification survey of all General Service and related categories posts is being conducted in respect of a duty station, the effective date of implementation of the decisions resulting from the survey will be determined in coordination with other agencies of the United Nations common system participating in the survey.

III. REVIEW AND APPEAL OF CLASSIFICATION DECISIONS

15. Either the head of the Office where the post is located or the individual incumbent of the post may request a review of the classification decision on the grounds that the classification standards were incorrectly applied. The graded levels of other posts at the duty station or at other duty stations are not relevant to the review of a particular classification decision and will not constitute grounds for appeal.

16. The request for review must be addressed to the Assistant Secretary-General, Office of Human Resources Management, in writing, within 60 days from the date on which the classification decision is received. The request must be accompanied by the job description on the basis of which the post was classified. No new or revised job description will be receivable in the context of the review or appeal process, but the appellant may wish to bring to the attention of Headquarters any information directly relevant to the classification of the post that was not originally submitted.

17. The Assistant Secretary-General, Office of Human Resources Management, will consider the request and communicate a decision to the Office or individual concerned.

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18. Within two months of receipt of the decision conveying the results of the review, the appellant may submit an appeal to the New York General Service Classification Appeals and Review Committee, specifying the reasons why he or she considers the application of the classification standards was erroneous. Having examined the appeal, the Committee will communicate its findings and recommendations to the Assistant Secretary-General, Office of Human Resources Management, whose decision thereon will be final.

ANNEX I

UNITED NATIONS NATIONS UNIES	DO NOT WRITE IN THIS SPACE
REQUEST FOR CLASSIFICATION AND RECRUITMENT GENERAL SERVICE AND RELATED CATEGORIES	DATE RECEIVED: _____ OFFICERS:

REASON FOR CLASSIFICATION	☐ VACANCY ANNOUNCEMENT ☐ REVISION OF DUTIES ☐ BUDGET APPROVAL ☐ OTHER (SPECIFY):	POST ENCUMBERED BY	EX INCUMBENT
		ANTICIPATED DATE OF VACANCY	DURATION OF THE POST

IDENTIFICATION OF THE POST (USE OFFICIAL NOMENCLATURE)	POST NUMBER	DUTY STATION	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE		SECTION	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE

SIGNATURES *(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)*

1. SUPERVISOR *(Certification of correctness of job description)* NAME AND TITLE _____ DATE _____	3. EXECUTIVE or ADMINISTRATIVE OFFICER NAME AND TITLE _____ DATE _____
2. CHIEF of SECTION/BRANCH or DIRECTOR *(Authorization of approval)* NAME AND TITLE _____ DATE _____	4. INCUMBENT *(This is an accurate description of my post)* NAME _____ DATE _____

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

CLASSIFICATION NOTICE – The classification of the post is approved as follows:

FUNCTIONAL TITLE	JOB DESCRIPTION NO.
OCCUPATIONAL CODE	CLASSIFICATION LEVEL
COMMENTS	
CLASSIFICATION OFFICER NAME	CLASSIFICATION OFFICER NAME
CHIEF OF COMPENSATION AND CLASSIFICATION SERVICE NAME	
ASSISTANT SECRETARY-GENERAL, OHRM NAME	Date: _____

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SECTION A – To be completed by the incumbent of the post, if any. *(If this section cannot be filled out by the incumbent, it may be completed by the supervisor).*

1. Summary of principal functions.

2. Major duties and responsibilities. Describe in order of importance *what* is done and *how* it is done. Please indicate the approximate percentage of time devoted to each function.

%

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3. Guidelines: Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines – written or unwritten – which apply to the work; describe the extent to which the incumbent is permitted to ***INTERPRET*** or ***DEVIATE*** from guidelines and to propose or establish new guidelines.

4. Consequence of Work: Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

5. Work Relationships: Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	PURPOSE AND FREQUENCY

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6. Responsibility for the work of others: Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY

7. Physical requirements

(a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

(b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

SECTION B – To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives, or goals of the post.

2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

3. Qualifications required to perform the assigned duties of the post

(a) Skills knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

(b) Experience: Indicate the *type* and *length* of practical experience required.

(c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.270, GENERAL SERVICE)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark *n.a.* Describe the work and the factors required of the post and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

Section A

1. Summarize the major duties to give a quick overview of the post's activities.

2. Duties and responsibilities

Each post is responsible for generally four or five major duties or functions. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. Terms such as "assists", "prepares", "handles", or "participates" describe relationships but do not actually describe what is done to assist, how something is prepared or handled, or how one participates; therefore, they should be accompanied by an explanation of the "what" and "how" of the actual duties.

Keep in mind the outputs or end products (what is produced or what the work leads up to). Present facts, not appraisals or evaluations of the work. The following examples from different posts illustrate explanations of how the work is accomplished.

a. Processing of communications: 30%

(a) Types from draft in final form, in English, French and Spanish either for dispatch or for photo-offset, letters and notes with appropriate documents sent to the Unit for processing. After this, sends to the Ministries of Foreign Affairs, the Permanent Missions, Organizations and special agencies.

(b) Proof-reads carefully the letters and notes which come from the Printing Section. Retypes the salutations of the notes as well as the addresses of the letters and special agencies where necessary.

b. Assists in arranging meetings – for Directors' Meeting, Board Meeting, ad hoc meetings: 15%

a) Assembles, copies and distributes background papers and agenda (occasionally under own signature).

b) Schedules conference rooms.

c) Arranges working lunches for the Executive Director with Regional Directors.

d) Distributes reports or minutes of meetings.

c. Recruitment of Experts, consultants, volunteers: 10%

1) Obtains information for completion of recruitment form transmitting draft job descriptions to recruitment service.

2) Completes the request for P.5 to initiate recruitment action and transmit to Administrative Services.

3) Completes Special Service Agreement, giving details of account number, travel, etc.

4) Types submission letters of qualified candidates to Government via the Resident Representative's Office, upon receipt of nominations.

5) Sends Letters of Welcome and Channels of Communication to experts.

3. Guidelines

Describe the nature of the guidelines by listing them and describe the way they must be used, for example are they followed exactly, are they readily available or must they be searched out, must selection be made from among a number of alternatives.

4. Consequence of work

In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility. Decisions and recommendations made often relate to the choice from among guidelines, but they may also involve decisions or recommendations on what can be done to complete the work before referring to another source. Describe these kinds of choices made. In addition describe the damage that would be caused by errors in making these choices such as loss of time of incumbent, other staff members, or equipment; expenditure of excess funds; or additional work of others.

5. Work Relationships

Include only those contacts which are typical and occurring during the work cycle and indicate how contact is made (personal contact, telephone contact, correspondence).

6. Responsibility for the Work of Others

Be explicit in describing the nature of the responsibility. General terms like "supervise" are not sufficiently descriptive.

Section B

1. Purpose

Provide a brief statement of the overall objective or purpose of the post, such as, provides secretarial support to a recruitment officer.

3. Qualifications Required

This information should refer to the actual requirements of the post rather than the qualifications of an incumbent.

(a) The kind of training refers to knowledge of general office work or specialized work (such as computer, statistics, accounting). Type of training refers to the method such training would normally be acquired, such as high school, trade school, on the job, etc.

(b) Experience

Indicate how the experience relates to the job – such as it increases efficiency by allowing faster processing or it provides more in depth familiarity with the exceptions that occur in normal operations.

(c) Languages

Please describe the way in which languages are used.

ANNEX II

REQUEST FOR CONFIRMATION OF CLASSIFICATION LEVEL

For General Service and Related Categories

This identified job description number is submitted for confirmation of the classification level:

JOB DESCRIPTION NO.		DATE OF LAST CLASSIFICATION REVIEW:	
POST NUMBER	FUNCTIONAL TITLE		OFFICE CODE
REASON FOR CLASSIFICATION REQUEST	☐ VACANCY ANNOUNCEMENT	EX INCUMBENT	ENCUMBERED BY
		ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	☐ OTHER (SPECIFY):		

This is to certify that responsibilities and duties of the post remain unchanged.

Signature of Supervisor: _____

Date: _____ **Name:** _____

Signature of Second-Level Supervisor: _____

Date: _____ **Name:** _____

Signature of Executive or Administrative Officer: _____

Date: _____ **Name:** _____

Department/Secretariat/Office: _____

CLASSIFICATION NOTICE

The classification of the post is confirmed as follows:

Functional Title: _____

Occupational Code: _____

Classification Level: _____

Classification Officer: _____

Chief of Compensation and Classification Service: _____

Date: _____

P.270/A (5-90)

UNITED
NATIONS

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Secretariat

ST/AI/370
21 May 1991

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES*

1. The present administrative instruction, which governs the 1991 competitive examinations scheduled to be held in September 1991, supersedes administrative instruction ST/AI/362 of 21 May 1990. It is issued pursuant to Secretary-General's bulletin ST/SGB/173 of 29 August 1979 and takes into consideration the reports of the Central Examination Board (CEB) on the previous examinations and the recommendations made by the Staff/Management Coordination Committee as a result of its review of the procedures governing the competitive examination.

2. The purpose of the present instruction is to set out policies and procedures governing the selection of occupational groups for which the examination will be held, the selection of posts at the P-1 and P-2 levels subject to geographical distribution to be filled by promotion through the examination, the eligibility requirements for staff members wishing to sit for the examination, the organization of the examination and the selection and promotion of successful candidates. The selection of staff to fill Professional posts with special language requirements, such as posts of translators and editors, will continue to be made through separate competitive examinations.

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* Personnel Manual index No. 4361.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of the P-1 and P-2 posts subject to geographical distribution that will be or are expected to become available during 1991. On the basis of these projections, CEB has made an initial identification of those types of posts that may be filled by promotion through competitive examination and has determined the occupational groups for which the examination is to be held, namely:

Administration

Economics

Electronic data processing

Finance

Legal and related matters

Social development

Statistics.

4. The written portion of all examinations will be held in September 1991.

5. The total number of posts to be selected for this purpose will be approximately 30 per cent of the projected number of P-1 and P-2 posts subject to geographical distribution that will be or are expected to become available during 1991. The remaining P-1 and P-2 posts will be filled through the recruitment of external candidates or the reassignment of staff members already in the Professional category.

6. Prior to the oral examination, candidates convoked for that part of the examination will receive from the Office of Human Resources Management a list, approved by CEB, of all the posts available in the relevant occupational group and will be requested to indicate in order of preference those posts for which they wish to be considered. In addition to the list of posts, candidates will also receive a description of the functions for those posts. It should be noted that an expression of preference by a candidate for a particular post at a given duty station indicates the staff member's readiness to serve in that post at the duty station where it is located, if successful in the examination. The oral examination will not be held before the list of posts is available for distribution to the candidates concerned.

Applications

7. Staff members are invited to apply for no more than two of the occupational groups in which the examination is to be held. An application form is annexed to the present instruction.

Eligibility requirements

8. The competitive examination is open to all staff members in the General Service and other categories, including the Field Service category up to and including the FS-5 level, provided that they have a minimum of five years' continuous service in the Secretariat, have a satisfactory record of performance (the most recent performance evaluation report must also be submitted with the application) and meet the requirements set out below. It should be noted that short breaks in service may be allowed at the discretion of CEB.

9. For those staff members who have a minimum of five years of continuous service in the Secretariat by 31 December 1991 the following shall apply: they must hold at least a first-level university degree, proof of which must be furnished with the application form.

10. In order to protect the acquired rights of long-serving staff, it has been decided that for those staff members who had served AT LEAST FIVE YEARS by 31 December 1989, the following requirement shall apply: they must submit with their application acceptable evidence of post-secondary academic qualifications.

11. For those staff members who have sat for previous competitive examinations, the following shall also apply, in addition to the requirements stipulated in either paragraph 9 or 10 above:

(a) They must have achieved a mark of at least 30 per cent in the overall written portion of the previous examination in the occupation(s) for which they are now applying;

(b) In cases where the staff member did not obtain 30 per cent, the staff member should be prepared to submit to CEB a description of the efforts made in preparing for the new examination (e.g. courses taken, hours of study, materials used, field work, transcripts).

12. In addition to meeting the above-mentioned requirements, owing to the special nature of the occupation, candidates applying to take the examination in legal and related matters should hold a degree in law.

13. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and, by 31 December 1991, would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they satisfy the other requirements.

14. Staff members who have been found ineligible by CEB to sit for the examination will be informed of the reason for that decision. Staff members who have cause to believe that they have been unfairly excluded from participating in the examination may present their case to CEB for review. Such appeals must be received by CEB at Headquarters within 10 working days of the receipt of notification of rejection. In order to meet this deadline, candidates serving at offices away from Headquarters must submit their appeal to the Chairman of CEB by telegram.

Format and substance of the examination

15. The examination will be conducted in such a way as to take into account the cultural and linguistic diversity of the United Nations and will consist of both a written and an oral examination:

(a) Written examination (80 per cent of the marks). The written examination consists of two parts: part I, general examination; and part II, specialized examination. The general examination consists of section I, analytical capacity; section II, capacity to draft and to summarize; and section III, international affairs. The general examination is a core examination which is common to all occupations. The specialized examinations test knowledge of the occupations;

(b) Oral part (20 per cent of the marks). The oral examination is designed to evaluate the candidates' ability to communicate and to illustrate their views in a clear, understandable and concise way. Topics and questions used in the oral examination will be of a general nature, broadly related to the occupation. From two topics selected at random, the candidates will choose the one on which they wish to make their presentation. The candidates will also be asked complementary questions on the topic chosen, as well as other questions of a general nature, also broadly related to the occupation.

16. As a matter of principle, all the examination papers will follow a similar format. Likewise, a standardized format will be followed in the oral examination.

17. The written examination for a given occupational group will be administered simultaneously at all duty stations. It will be scheduled so as to permit all candidates who have applied for more than one occupational group to write the required papers. Eligible candidates will be informed in writing of the exact date, time and location of the written examination. The use of non-programmable calculators is permitted in all parts of the examination. Staff members who have to sit for the examination outside established working hours will be granted compensatory time off.

Composition and responsibility of the Central Examination Board

18. CEB is composed of five members appointed by the Secretary-General: a chairman selected from among staff serving at Headquarters, with the concurrence of the representatives of the staff; two members nominated by the representatives of the staff, one of whom will be from a duty station away

from Headquarters; and two members nominated by the Assistant Secretary-General for Human Resources Management, one of whom will be from a third duty station. The membership of CEB announced in instruction ST/AI/362/Add.1 for the eleventh round of the examination will remain in office until the Board is reconstituted for the 1991 examination. The members of CEB for the 1991 (twelfth round) examination will be announced in an addendum to the present instruction and will remain in office until the Board is reconstituted.

19. CEB has the following responsibilities:

(a) To oversee the procedures and arrangements for the examination;

(b) To screen all applications and determine the eligibility of candidates to sit for the examination;

(c) To review appeals and complaints of candidates regarding the examination;

(d) To select and approve, on the basis of a list of projections provided by the Office of Human Resources Management, the posts to be filled through the competitive examinations;

(e) To review and decide upon recommendations made by the specialized boards, especially on arrangements for the marking of papers, recommendations on which candidates are to be convoked to the oral examination, based on results of the written examination, recommendations on the attainment of the minimum professional standards required for promotion and recommendations for the promotion of successful candidates;

(f) To establish the final ranking of candidates and then, taking into account the expressions of preference by the candidates, to assign the posts to the successful candidates;

(g) To make recommendations to the Secretary-General regarding procedures for and possible improvements in future examinations;

(h) To decide, pursuant to paragraph 3 above, which occupations will be selected for the next examination.

Composition and responsibility of the specialized boards

20. A specialized board of examiners will be set up for each occupational group selected for the examination.

21. Each specialized board of examiners will be appointed by the Secretary-General and will consist of a chairman elected by the members of the specialized board, at least two members nominated by the Assistant Secretary-General for Human Resources Management and an equal number of members nominated by the representatives of the staff. Each specialized board

will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management.

22. Under the overall responsibility of CEB, the specialized boards will:

(a) Mark the written examination;

(b) Report the results of the written examination to CEB;

(c) Make recommendations to CEB regarding the minimum professional standard required;

(d) Recommend to CEB the number of candidates (who are not identified by name) to be convoked to the oral examination for each occupational group, based on the results of the written examination;

(e) Conduct the oral examination;

(f) Recommend to CEB the final ranking of candidates (who are not identified by name) in order of merit by occupational group, based on the total of the combined results of the written and oral examinations.

Responsibility of the Examinations and Tests Section

23. In accordance with Secretary-General's bulletin ST/SGB/Organization, section P (II), the Examinations and Tests Section has administrative responsibility for conducting the examinations.

24. Working on the basis of the recommendations of the Staff/Management Coordination Committee, as approved by the Secretary-General, and in close cooperation with CEB, the Examinations and Tests Section is responsible for:

(a) Ensuring the preparation and validity of examination materials;

(b) Ensuring the confidentiality of all materials and providing for security at all stages of the examination process;

(c) Coordinating with designated Secretariat staff the preparation of materials at different stages of the examination;

(d) Arranging for the issuance of an information circular and of sample examination papers;

(e) Making arrangements for simultaneous world-wide conduct of the examinations;

(f) Convoking all candidates to the written and oral examination, after consultation with CEB;

(g) Ensuring the objectivity of examination procedures at all stages of the examination, working in close cooperation with CEB and the specialized boards;

(h) Providing ex officio members for each specialized board as representatives of the Assistant Secretary-General for Human Resources Management;

(i) Working directly with consultants and ensuring maximum security while doing so;

(j) Arranging for the production and printing of all materials under maximum security conditions;

(k) Arranging for the dispatch of materials and storage at centres under maximum security conditions;

(l) Providing support and assistance to the examination at all stages.

Languages of the examination

25. In accordance with General Assembly resolution 37/235 D, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requisite proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section II of the general paper in either English or French. Alternatively, candidates may elect to take the whole written examination in a working language of a commission other than English or French and to sit for a special language test in either English or French. In all cases, the oral examination must be taken in either English or French. Additional information on the format of the written examination as well as lists of topics that may be helpful in preparing for the examination will be included in a separate circular and will, to the extent possible, be made available in all the languages of the regional commissions. Sample questions are available at all duty stations.

Marking of the examination

26. The specialized board of examiners for each occupational group will organize the marking of the examination papers, which will remain anonymous. Each specialized board will then submit to CEB a list of the candidates (who are not identified by name) in ranking order, with its recommendation on the number of candidates to be convoked to the oral examination on the basis of the results of the written examination. The number of candidates convoked for the oral part of the examination will normally be three times the number of posts available in that occupational group, it being understood that more or fewer candidates may be convoked if CEB considers it to be warranted. The oral examinations will be graded separately by each member of the specialized board of examiners interviewing the candidates, without relation to the grading of the written test.

27. The candidates for each occupational group will be ranked on the basis of their combined scores in the written and oral parts of the examination. Bearing in mind the provision of Secretary-General's bulletin ST/SGB/173 that the competitive examination procedure is to "provide eligible staff members with an opportunity to compete for selected posts for which they qualify" and taking into account the level of difficulty of the examination as a whole, the specialized boards will make recommendations as to the level above which the candidates will be considered to be qualified to perform at the Junior Professional level. The final ranking of the candidates by occupational groups will be established by CEB on the basis of these recommendations. The recommendation concerning the qualification of candidates to perform at the Junior Professional level and the final ranking will be carried out with full respect for anonymity.

Allocation of posts and promotion

28. Successful candidates will be promoted against the posts selected for the examination. The Office of Human Resources Management, in cooperation with CEB, will be responsible for the assignment of successful candidates to posts in the occupational groups in which they have succeeded after taking into account, in order of priority, the ranking of the candidates in the examinations, the stated preferences of the candidates and the relevant views, if any were put forth, of the departments or offices in which the posts are located. In the event that within an occupational group there is an unused post (or posts) because there were insufficient candidates meeting the requirements to perform at the Junior Professional level, the unused quota would be allocated to the occupational group that has the largest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of successful unplaced candidates, the unused quota would then be allocated to that occupational group with the smallest number of candidates who have been placed.

29. CEB will make the final recommendations to the Secretary-General with regard to the assignment of successful candidates. When approved by the Secretary-General, the recommendations of CEB will be implemented.

30. Successful candidates will normally be expected to serve at least three years in their new post. Candidates who do not wish to be assigned to the post or posts available to them relinquish ipso facto their claim to promotion under the 1991 competitive examination and consequently the next ranked unplaced candidate who has been certified as having met the minimum professional standard for promotion will be offered the post after confirmation by CEB. If a candidate who is promoted separates from the Organization within six months of the implementation of the promotion, the next-ranked unplaced candidate who has been certified as having met the minimum professional standard for promotion will be offered the post after confirmation by CEB. In the event that no candidate is available in the relevant occupational group, the unused quota should be allocated to the occupational group that has the largest number of unplaced successful

candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of successful unplaced candidates, the unused quota would then be allocated to that occupational group with the smallest number of candidates who have been placed.

31. After the approval of the Secretary-General of the recommendations of CEB, no additional posts will be considered for placement of candidates from that year's G-to-P examination.

32. Successful candidates who are at the top level of the salary scales of the local General Service and related categories or at the FS-5 level will be recommended for promotion to P-2. Those below these levels will be recommended for promotion to P-1, except for those staff members who, at 31 December 1990, will have served the Organization continuously for 10 years or more; such staff members will also be recommended for promotion to P-2. The salary step at the P-1 or P-2 level will be determined on the basis of staff rule 103.9 on salary policy in promotions. At duty stations where a General Service staff member's remuneration, when computed for promotion purposes under that rule, exceeds the ceiling step of P-1 or P-2, as the case may be, the staff member will be paid a personal transitional allowance in an amount sufficient to meet the requirements of that rule. As a result of the post adjustment system, a loss in net salary may be experienced for staff who change duty stations.

33. The names of the successful candidates placed will appear in the information circular on appointments, promotions and other staff changes, which is issued quarterly. The effective date of promotion of the successful candidates placed will be the first of the month in which they assume the functions of the post for which they have been selected.

Informing candidates of results

34. The Examinations and Tests Section will, upon completion of the examination, communicate in writing to all candidates their ranking achieved in each section of the written examination as well as whether or not they achieved a mark of 30 per cent or higher in the overall written part of the examination. Those candidates who have taken the oral examinations will also be given their ranking in this part of the examination. The Office of Human Resources Management will also issue a general report on the conduct and results of the examination to the staff.

General

35. Staff members who have complaints with respect to the procedures and arrangements for this examination should contact CEB within 10 working days of the event that gave rise to the complaint.

36. The Office of Human Resources Management will provide a secretariat to service the boards.

37. In the light of experience with the examinations, the procedures will be reviewed and modified as necessary.

Annex

APPLICATION FOR THE 1991 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. Candidates are responsible for informing CEB of any change of address.

N.B. The deadline for receipt of application by CEB (United Nations Headquarters) is 8 July 1991.

SECTION I. PERSONAL DATA

Please use a typewriter or print legibly.

Last name (family name): |_____|

First name: |_____|

Date of birth: Day |__| Month |__| Year |____|

Sex: F |_| M |_| Index No. |_____| a/

Nationality: |_____|

Category: |__| Present level: |__|

Date of entry in United Nations Secretariat: Day |__| Month |__| Year |____|

Type of appointment: Fixed term |_| Probationary |_| Permanent |_|

Expiration or review date: Day |__| Month |__| Year |____|

Main language: (Mother tongue) |_____|

/...

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION |_| ECONOMICS |_| EDP |_| FINANCE |_|

LEGAL AND RELATED MATTERS |_| SOCIAL DEVELOPMENT |_| STATISTICS |_|

Date of latest performance evaluation report: Day |_|_| Month |_|_| Year |_|_|_|_| b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Owing to time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number to facilitate communications from Headquarters of an urgent nature.)

Were you convoked to sit for previous G-to-P examinations? No |_|

If yes, 1979 |_| 1981 |_| 1982 |_| 1983 |_| 1984 |_| 1985 |_|

WHEN? 1986 |_| 1987 |_| 1988 |_| 1989 |_| 1990 |_|

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No |_|

Yes in: 1979 |_| 1981 |_| 1982 |_| 1983 |_| 1984 |_| 1985 |_|

1986 |_| 1987 |_| 1988 |_| 1989 |_| 1990 |_|

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a/ Appears normally on your monthly salary statement, P.5 forms or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or OTHER (specify).

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary level, indicating the certificate, diploma or degree received.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO DO SO WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

Candidates who applied to take last year's (1990) G-to-P examination and have nothing new to add to this section may substitute a photocopy of section II of last year's application or may indicate that the information is on file by checking here _____.

CERTIFICATE, DEGREE OR DIPLOMA Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: _____ 19__ To: 19__	
Post-secondary studies		From: _____ 19__ To: 19__	
		From: _____ 19__ To: 19__	

If you need more space, attach additional pages.

/...

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass an LPE, indicate your level of ability in the boxes below using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language course, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (Period(s) of study)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F |_| M |_|

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION |_| ECONOMICS |_| EDP |_| FINANCE |_|

LEGAL AND RELATED MATTERS |_| SOCIAL DEVELOPMENT |_| STATISTICS |_|

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3	_____ |_____|	(Write language in full for each part of the examination in appropriate boxes.)
(b) Written part, general paper, section 2	_____ |_____|	
(c) Written part, specialized paper	_____ |_____|	
(d) Oral part	_____ |_____|	

If you plan to write section 2 in a working language of a regional commission other than English or French, please indicate in which of the working languages of the Secretariat you wish to take the special language test:

English |_| French |_|

Main language (Mother tongue) _____ |_____|

Highest educational level:

High school |_| Post-secondary |_| BA |_| MA |_| Other (PhD., etc.) |_|

SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 8 July 1991 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2535
United Nations Secretariat
New York, N.Y. 10017, USA

For duty stations other than New York, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

|__| MOST RECENT PERFORMANCE EVALUATION REPORT

COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

The information below will be used as your mailing label; please print or write legibly.

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

CEB STAMP

This portion will be returned to you to acknowledge receipt of your application.

UNITED
NATIONS

ST

Secretariat

ST/AI/370/Corr.1
3 June 1991

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES*

Corrigendum

Paragraph 32, second sentence

For 31 December 1990 read 31 December 1991

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* Personnel Manual index No. 4361.

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